

No. 16

**Admission (liquidated amount)**

(Order 13A rules 4(2), 5(2) & 13(2))

DCCJ/HCMP \_\_\_\_\_ / 20 \_\_\_\_\_

**IN THE DISTRICT COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
CIVIL ACTION / MISCELLANEOUS PROCEEDINGS NO. \_\_\_\_\_ OF 20 \_\_\_\_\_**

Between

Plaintiff

AND

Defendant

**Explanatory Note**

1. The only claim the plaintiff has made against you is for a liquidated amount of money. You may admit the plaintiff's claim in whole or in part by completing this form –  
(a) within the period for service of your defence if you have been served with a writ; *or*  
(b) the period for filing of your affidavit evidence if you have been served with an Originating Summons; *or*  
(c) within 14 days after service of the originating process in any other case.
2. If you have made an admission, you may only be allowed to amend or withdraw your admission if the Court considers it just to do so.
3. If you do not ask for time to pay, the plaintiff will decide how much and when you should pay.
4. If you ask for time to pay, the plaintiff will decide whether or not to accept your proposal for payment.
5. If the plaintiff accepts your proposal for payment, the plaintiff may, within 14 days after the copy of your admission is served on him, request the Court to enter judgment against you.
6. If the plaintiff does not accept your proposal for payment, the Court will decide how the payment should be made after considering –  
(a) the information set out in this form;  
(b) the reasons why the plaintiff does not accept your proposal for payment; and  
(c) all other relevant matters.
7. The completed form should be filed in the Registry of the District Court.

**How to fill in this form**

- Tick the correct boxes and give as much information as you can. **Then sign and date the form.** If necessary provide details on a separate sheet, add the action number and attach it to this form.
- **If you do not ask for time to pay, you need not complete items 2 to 9 and 11 to 14.**
- If you ask for time to pay, make your offer of payment in item 14.
- **If you are not an individual, you need not complete items 1 to 9 but you should complete items 10 to 12 and ensure that you comply with the requirement specified in item 13 and provide sufficient details about the assets and liabilities of your firm, company or corporation to support any offer of payment made in item 14.**
- **If you are an individual, you need not complete items 10 to 12 and need not comply with the requirement specified in item 13.**
- You can get help to complete this form at the Registry of the District Court.

**How much of the claim do you admit?**

I admit the full amount claimed as shown on the statement of claim **or**

I admit the amount of

**1. Personal details**

**Surname**

**Forename**

Mr       Mrs       Miss       Ms

**Address**

**2. Dependants** (*people you look after financially*)

(*give details*)

**3. Employment**

**I am employed as a**

My employer is

Jobs other than main job  
(*give details*)

**I am self employed as a**

Annual turnover is

**I am not** in arrears with my mandatory provident fund contributions and income tax

**I am** in arrears and I owe

Give details of :  
(a) contracts and other work  
in hand

(b) any sums due for work done

**I have been unemployed for**  years  months

**I am a pensioner**

**4. Bank account and savings** (*please list all*)

Bank account	In credit by \$	Overdrawn by \$

**5. Residence**

- I live in  my own flat  
 my jointly owned flat  
 public housing estate  
 rented private flat  
 others (please specify)

**6. Income**

My usual take-home pay (including overtime, commission, bonuses, etc.)	\$	per month
My pension(s)	\$	per month
Others living in my home give me	\$	per month
Other income ( <i>give details below</i> )		
	\$	per month
	\$	per month
	\$	per month
<b>Total income</b>	<b>\$</b>	<b>per month</b>

**7. Other assets** (*please list and indicate their location*)

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## 8. Expenses

(Do not include any payments made by other members of the household out of their own income)

I have regular expenses as follows:

Mortgage (including second mortgage)	\$	per month
Rent	\$	per month
Rates and government rent	\$	per month
Management fees	\$	per month
Domestic helper's salary	\$	per month
Gas	\$	per month
Electricity	\$	per month
Water charges	\$	per month
Telephone charges	\$	per month
Housekeeping, food, school meals	\$	per month
Travelling expenses	\$	per month
Children's clothing	\$	per month
Tuition fees	\$	per month
Maintenance payments	\$	per month
Court orders	\$	per month
Others		
	\$	per month
	\$	per month
	\$	per month
<b>Total expenses</b>	<b>\$</b>	<b>per month</b>

## 9. Liabilities

(This section is for arrears only. Do not include regular expenses listed in item 8.)

Rent arrears	\$
Mortgage arrears	\$
Rates and government rent arrears	\$
Water charges arrears	\$
Fuel debts: Gas	\$
Electricity	\$
Others	\$
Maintenance arrears	\$
Loans and credit card debts (please list)	\$
Others (give details below)	
	\$
	\$
<b>Total liabilities</b>	<b>\$</b>

**10. Firm, company or corporation**

Name

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Address

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Tel. no.

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**11. Assets of firm, company or corporation (please list)**

Property, plant and equipment		\$
Inventories		\$
Goodwill and other intangible assets		\$
Loans and receivables		\$
Bank balances and cash		\$
Others		\$
	<b>Total</b>	<b>\$</b>

**12. Liabilities of firm, company or corporation (please list)**

Trade payables		\$
Tax payables		\$
Other payables		\$
Bank loans		\$
Other borrowings		\$
Others		\$
	<b>Total</b>	<b>\$</b>

**13. Attach to this form a copy of the latest audited profit and loss account and balance sheet of the firm, company or corporation**

#### 14. Offer of payment

<input type="checkbox"/> I can pay the amount admitted on	<input type="text"/>
or	
<input type="checkbox"/> I can pay by [weekly/monthly etc.] instalments of	\$ <input type="text"/>
Starting (date)	
If you cannot pay immediately, please give brief reasons below :	

**15. Declaration** I \_\_\_\_\_ declare that the details I have given above and in the attached sheet(s) (if any) are true to the best of my knowledge

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance (Cap. 11)

**Signed**

**Position or office held**  
(If signing on behalf of a firm, company or corporation)

**With company chop  
(if applicable)**

Declared at \_\_\_\_\_ in Hong Kong on \_\_\_\_\_ of 20 \_\_\_\_.

Before me ,

[Signature and designation, i.e.,  
Justice of the Peace/Notary  
Public/Commissioner for Oaths.]

**Note** — Under section 36 of the Crimes Ordinance (Cap. 200), a person who knowingly and wilfully makes a statement false in a material particular in a declaration or other document which he is authorized or required to make by an enactment is guilty of an offence.

— A defendant who is an individual must sign personally. A director of company must obtain leave to represent the company from a Practice Master before he may sign on behalf of the company.

— If a plaintiff does not file a request for judgment within 14 days after this form is served on him, his claim is stayed until he files the request.

(The footnote below is not part of the statutory Form No. 16)

Please refer to Order 5A rule 2(2) of the Rules of the District Court (Cap.336, sub. leg. H) for the procedure in relation to paragraph 2 of the Note.